

APPLICATION FOR
Certification

Small Business
and/or
Disabled Veteran
Business Enterprise



State of California » Department of General Services
Office of Small Business Certification & Resources
(OSBCR)

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<http://www.dgs.ca.gov/osbcr>

Who Can Be Certified?

Small Businesses

In order to be certified as a small business in the state of California, a business must:

1. Be independently owned and operated
2. Not be dominant in its field of operation
3. Have its principal office located in California
4. Have its owners, officers and partners domiciled in California, and
5. Together with affiliates be either:
 - a service, construction, or non-manufacturer with 100 or fewer employees, and have average annual gross receipts of ten million dollars or less over the previous three years, or
 - a manufacturer with 100 or fewer employees.

Disabled Veteran Businesses

In order to be certified as a Disabled Veteran Business Enterprise (DVBE) in the state of California, a business must:

1. Be at least 51% owned by one or more disabled veterans.
2. Have its daily business operations managed and controlled by one or more disabled veterans. (The disabled veteran(s) who manages and controls is not required to be the disabled veteran owner); and
3. Have its home office located in the United States. The home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

A disabled veteran means a veteran of the U.S. military, naval, or air service, with a service-connected disability of at least 10% or more, and who is a California resident.

Non-Profits

California non-profit organizations cannot be certified, but they are eligible to participate in the Prompt Payment Program.

Recognized non-profits can purchase a prompt payment rubber stamp to facilitate prompt payment benefits on state contracts. If you're interested in prompt payment benefits for your non-profit organization, contact the OSBCR and request a **non-profit application**.

Why Get Certified?

Small Business Certification

Small business certification helps your business compete more effectively for state contracting dollars.

Certified small businesses qualify for a 5% bid preference on applicable state contracts, and they're eligible for higher interest penalties for late, undisputed invoice payments under the Prompt Payment Act.

DVBE Certification

The State of California acknowledges the service and sacrifice of its disabled veterans, in part, through the Disabled Veteran Business Enterprise (DVBE) Participation Program. With the DVBE program, state agencies have a goal to award at least 3% of their total annual contract dollars to certified DVBEs.

*The State of
California
contracts out
\$4 billion
every year*

*Certification
helps you
compete
more
effectively
for those
dollars*

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How to Use This Package

Step 1

Complete the 4-page, tear-out application that follows this instruction page

(If you need help filling out the application, you'll find complete instructions on pages 9 - 14).

Use the same application to apply for status as a

- Small Business and/or a
- Disabled Veteran Business Enterprise.

Step 2

Select the "Submission Requirements" checklist on pages 3 - 7 based on the type of certification you're seeking.

Make sure you check off and submit everything on the list that applies to you.

Step 3

Choose the method of submission that works best for you (you'll find your options on page 8) and submit the completed package.

Step 1

(of 3)

Complete this 4-page
"Small Business
and/or Disabled
Veteran Business
Enterprise Certification
Application" (STD. 812, REV 7/99)

Date Stamp

For State Use Only

☐ New
☐ Renewal

REFERENCE NUMBER

SECTION A – Certification Type Requested

1. ☐ Small Business (Omit Section I)
☐ Disabled Veteran Business Enterprise (Omit Sections D, E & F unless also filing as a Small Business)
☐ Both SB and DVBE (Complete entire application for your business type)

SECTION B – Ownership and Business Type

1. OWNERSHIP TYPE (Check only one)

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Joint Venture ☐ Other

2. BUSINESS TYPE (Check all that apply)

☐ Service Firm ☐ Construction Firm ☐ Non-Manufacturer ☐ Manufacturer

Pursuant to the Federal Privacy Act (P.L. 93-579) of the 1974 and the Information Practices Act (IPA) of 1977 (Civil code Sections 1798, et. seq.), notice is hereby given for the request of personal information by this Application. The requested personal information is mandatory. The principal purpose of the mandatory information is to determine eligibility for Small Business/Disabled Veteran Business Enterprise Certification. The failure to provide all or any part of the requested information may delay processing of this Application. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to the appropriate IPA Officer in the Department of General Services.

3. FEDERAL EMPLOYER ID. # (FEIN)	4. SOCIAL SECURITY # (SSN)	5. DUN & BRADSTREET #	6. BUSINESS TELEPHONE NUMBER ()
7. DOING BUSINESS AS (DBA) NAME (Name used on state contract bids AND all applicable license[s])			8. BUSINESS FAX NUMBER ()
9. ALSO KNOWN AS (AKA) NAME (if any)			10. ALTERNATIVE TELEPHONE NUMBER ()
11. MAILING ADDRESS (Street address, City, State and Zip +4 Code P.O. Box OK)			12. E-MAIL ADDRESS
13. PHYSICAL ADDRESS OF YOUR PRINCIPAL OFFICE			14. HOMEPAGE ADDRESS
15. IF SUBSIDIARY, PROVIDE NAME AND ADDRESS OF PARENT COMPANY:			
16. IF PARENT COMPANY, PROVIDE NAME AND ADDRESS OF ALL SUBSIDIARIES:			

For State Use Only

SB Status	Date (from)	(through)	SB Reviewed by	Date Reviewed	
Initial Total Receipts \$	Total Receipts (Yr 2) \$	Total Receipts (Yr 3) \$	Initial # Employees	# Employees (Yr 2)	# Employees (Yr 3)
DVBE Status	Date (from)	(through)	DVBE Reviewed by	Date Reviewed	
CATEGORY	<input type="checkbox"/> Service Firm <input type="checkbox"/> Construction Firm <input type="checkbox"/> Non-Manufacturer <input type="checkbox"/> Manufacturer				

SECTION C – Ownership Information [Both Small Business and DVBE Applicants]

1. Enter date business was originally established: / /
MONTH DAY YEAR
2. Enter business's fiscal year. From: / / To: / /
MONTH DAY YEAR MONTH DAY YEAR
3. If business ownership type changed within the last three years, give date of change: / /
and previous ownership type: MONTH DAY YEAR

4. **Sole Proprietorship** [Complete this section (C4) if you checked "Sole Proprietorship" on page APP-1, Section B]
Enter the information requested below for the *sole-owner*.

NAME	TITLE	OWNERSHIP % (Must = 100%)	HOME ADDRESS Give Street Address, City, State & Zip Code (Do not use P.O. Box)
	Owner		

5. **Partnership** [Complete this section (C5) if you checked "Partnership" on page APP-1, Section B]
Enter the information requested below for *Partners*. Attach an additional sheet, if necessary.

NAME	TITLE	OWNERSHIP % (Must = 100%)	HOME ADDRESS Give Street Address, City, State & Zip Code (Do not use P.O. Box)
	Partner		
	Partner		

6. **Corporation** [Complete these sections (C6 and 7) if you checked "Corporation" on page APP-1, Section B]
Enter the *President, Vice President, Secretary* and *Treasurer* (if the firm has no VP, enter "None" next to the VP title below).
In addition, list any other *Owners, Stock Holders, Officers, and Directors*. Attach an additional sheet, if necessary.

NAME	TITLE	OWNERSHIP % (Must = 100%)	HOME ADDRESS Give Street Address, City, State & Zip Code (Do not use P.O. Box)
	President		
	Vice President		
	Secretary		
	Treasurer		

7. **Corporations incorporated less than 3 years ago:** Did the business exist as a Sole Proprietorship, Partnership, another Corporation, or other business entity prior to incorporating?
- ☐ No. If 'No,' owner or officer initial here → [] to indicate agreement with the following statement:
"This business did not exist as a Sole Proprietorship, Partnership, another Corporation or other business entity prior to incorporating."
- ☐ Yes. If 'Yes,' you will be instructed what to submit in Part 2 of this application process.

SECTION D – Manufacturer/Non-Manufacturer Firms [Small Business Applicants Only]

1. Is applicant firm a Franchise? ☐ No ☐ Yes
2. Is applicant firm a Broker/Agent? ☐ No ☐ Yes
If you answered "Yes" to Question D2, answer Questions D3, D4, and D5:
3. Does applicant firm take ownership/title to the goods it sells? ☐ No ☐ Yes
4. Does applicant firm warehouse the goods it sells? ☐ No ☐ Yes
5. Does applicant firm represent a manufacturer? ☐ No ☐ Yes

Section E - Business Information [Small Business Applicants Only]

1. Within the last three tax years, have any individuals listed in Section C participated as owners, general partners, officers, or directors of any *other* business entity? : ☐ No ☐ Yes: Complete Section E7 (below) for each individual.
2. Within the last three tax years, have any individuals listed in Section C participated as Responsible Managing Employees in any other business entity? ☐ No ☐ Yes: If yes, list those individuals here: _____
3. Within the last three tax years, have any individuals listed in Section C filed a "Schedule C" (Profit/Loss Statement) with their 1040 U.S. Individual Federal Tax Returns? ☐ No ☐ Yes: Complete Section E7 (below) for each individual.
4. Within the last three tax years, have any individuals listed in Section C filed a "Schedule E" (Part II) with their 1040 U.S. Individual Federal Tax Returns, indicating any Income or Loss from Partnerships or S Corporations? ☐ No ☐ Yes
If "Yes," and the Schedule E included any S Corporations, complete Section E7 (below) for each S Corporation entry.
If "Yes," and the Schedule E included any Partnerships, were they: ☐ General Partnerships ☐ Limited Partnerships
If the Schedule E included any General Partnerships, complete Section E7 (below) for each General Partnership.
If the Schedule E included any Limited Partnerships, you will be instructed what to submit in Part 2 of this application process.
5. Within the last three tax years, do any of the individuals listed in Section C have any family members who own a business?
☐ No ☐ Yes: If "Yes," within the last three tax years were there, or are there currently, any business arrangements between the applicant firm and the family business?
☐ No ☐ Yes: Complete Section E7 (below) for each individual.
6. Are 70% of your firm's gross annual receipts from a single manufacturer, supplier or source?
☐ No ☐ Yes: Enter name of firm: _____

7. NAME	TITLE	OWNER-SHIP %	FIRM NAME AND ADDRESS	# of Employees (see Pg. 12)	Is the <i>firm</i> listed still in business? If no, enter date firm ceased operating		Is the <i>individual</i> listed still associated with the firm? If no, enter disassociation date	
					Y/N	Date	Y/N	Date

SECTION F - Employee Count Information [Small Business Applicants Only]

See instructions on Page 12, to calculate # of applicant firm employees →

Applicant Firm # of Employees:

1.

Enter total number of employees from Section E7 above →

Affiliate Firm(s) # of Employees:

2.

Total number of Employees:

3.

SECTION G - Construction firm Information [Both Small Business and DVBE Applicants]

1. Construction License Number	2. License Classifications	3. Qualifier's Full Name (First Middle Last)
Owner, officer and business type information submitted on this application must match CSLB records. To confirm CSLB records, call 1-800-321-CSLB or visit www.cslb.ca.gov/		

SECTION H - Service Areas [Both Small Business and DVBE Applications]

Check the service areas in which your firm can provide service or deliver commodities (check all that apply).

- | | | |
|---|---|--|
| <input type="checkbox"/> 99 Statewide | <input type="checkbox"/> 04 Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, San Francisco, Santa Clara, San Mateo | <input type="checkbox"/> 08 San Bernardino, Riverside |
| <input type="checkbox"/> 01 Del Norte, Humboldt, Mendocino, Lake | <input type="checkbox"/> 05 Santa Cruz, San Benito, Monterey, Santa Barbara, San Luis Obispo, | <input type="checkbox"/> 09 Mono, Inyo |
| <input type="checkbox"/> 02 Siskiyou, Modoc, Shasta, Trinity, Lassen, Tehama, Plumas | <input type="checkbox"/> 06 Madera, Fresno, Kings, Tulare, Kern | <input type="checkbox"/> 10 Merced, Mariposa, Alpine, Stanislaus, Tuolumne, Calaveras, Amador, San Joaquin |
| <input type="checkbox"/> 03 Sierra, Butte, Glenn, Colusa, Sutter, Nevada, Placer, Yuba, El Dorado, Sacramento, Yolo | <input type="checkbox"/> 07 Ventura, Los Angeles | <input type="checkbox"/> 11 San Diego, Imperial |
| | | <input type="checkbox"/> 12 Orange |

SECTION I – DVBE Management and Operational Control [DVBE Applicants Only]

1. Enter the name of the person responsible for the negotiation, execution, and signature of contracts:
→ _____
Is the individual named above a Disabled Vet? ☐ Yes ☐ No
2. Enter the name of the person responsible for signing financial transactions and agreements:
→ _____
Is the individual named above a Disabled Vet? ☐ Yes ☐ No
3. Enter the name of the person who possesses the experience, education, knowledge and qualification in the firm's field of operation:
→ _____
Is the individual named above a Disabled Vet? ☐ Yes ☐ No
4. *Corporations Only:* Enter the name of the person authorized to appoint, elect, and remove the majority of the board of directors.
→ _____
Is the individual named above a Disabled Vet? ☐ Yes ☐ No
5. Are salary and/or profits of the DVBE owner/s and/or manager/s commensurate with their ownership interest? ☐ Yes ☐ No
6. Enter the name, title and DV status of the person who controls the operation of the firm in the following areas:

	<i>Name</i>	<i>Title</i>	<i>Disabled Veteran?</i>
Financial:	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bonding:	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervision of Subordinates:	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Workforce (subordinates or subcontractors) :	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment:	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Materials:	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Facilities (Office and/or Yard) :	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is/are the Disabled Veteran Business Owner(s) and/or Managers resident(s) of the State of California? ☐ Yes ☐ No

SECTION J – SIC Code Selection [Both Small Business and DVBE Applicants]

Enter the Standard Industrial Classification (SIC) Codes that best describe the products or services offered by your firm. The SIC Codes you select must correspond to the Business Type(s) that you requested on App-1, Section B2.

- "Service" codes are listed on pages 19 – 22.
- "Non-Manufacturing" codes are listed on pages 22 – 24.
- "Manufacturing" codes are listed on pages 24 – 28.
- **"Construction" firms** do not need to enter SIC codes; construction firms will be certified under their CSLB license type.

4-Digit Code	SIC Code Description	4-Digit Code	SIC Code Description
4-Digit Code	SIC Code Description	4-Digit Code	SIC Code Description
4-Digit Code	SIC Code Description	4-Digit Code	SIC Code Description

SECTION K – Original Signature of Owner or Officer

Any person willfully providing false information is subject to serious penalties. The signatory of this document must be the applicant firm's owner and/or officer and certify that he/she has read and understands the foregoing statement and that all information provided herein is accurate and truthful. *I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

Owner/Officer's <i>Original</i> Signature (No photocopies or faxes)	Title	Date Signed

Proceed to Step 2

You've completed Step 1 of the 3-step application process. Please proceed to Step 2 (on pages 3 – 7) and select the "Submission Requirements Checklist" that matches the Ownership Type you selected in Section B1 of this application.

Step 2

(of 3)

Select the "Submissions Requirement Checklist" that matches your Ownership Type: Sole-Proprietor, Partnership, Corporation or Joint Venture. DVBE's select the DVBE Checklist.

Submission Requirements Checklist

Certification Type: **Small Business**

Ownership Type: **Sole-Proprietorship**

If you indicated in Section B2 that you are applying for Small Business certification as a Sole Proprietor, you must submit:

- ☐ A completed, signed application.
- ☐ Copies of all business related licenses and/or permits, if applicable.
- ☐ The ENTIRE, SIGNED 1040 federal tax returns for the three most recently completed tax years, regardless of the years in business.
 - Submit the entire federal tax return, including statements, W-2s, 1099s, etc.
 - Each tax return must be signed by an owner of the company.
 - Do not send California tax returns—only federal.
 - Even if the business for which you are seeking certification has been in business less than three years, you must submit 1040s for the three most recently completed tax years.

If your most recent tax year has ended, and you haven't yet filed tax returns:

- ☐ Submit the "Affidavit of Income" on page 15. If your IRS tax filing deadline has passed, include a copy of your tax filing extension from the IRS.

If you listed any affiliated businesses in Section E7, for each business listed submit:

- ☐ The affiliated business', ENTIRE, SIGNED federal tax returns for the three most recently completed tax years
 - Submit the entire federal tax return, including statements, W-2s, 1099s, etc.
 - Each tax return must be signed by an owner of the company.
 - Do not send California tax returns—only federal.

If you indicated in Section E4 that any Schedule Es were filed, and that they contained Limited Partnerships, submit:

- ☐ The federal K-1s for each Limited Partnership

If you entered a number greater than 0 in Section F1, indicating that your firm has employees, submit:

- ☐ Signed copies of your firm's last four quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), verifying your average, annual number of employees.

If you entered a number greater than 0 in Section F2, indicating that affiliated firms have employees, submit:

- ☐ Signed copies of the firms' last four quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), verifying the average, annual number of employees.

If you indicated in Section D1 that your firm is a franchise, submit:

- ☐ Copies of all franchise agreements

*You're almost done!
Now that you've gathered
all the required documents,
go to Step 3 (page 8)*

Step 2

(of 3)

Select the "Submissions Requirement Checklist" that matches your Ownership Type: Sole-Proprietor, Partnership, Corporation or Joint Venture. DVBE's select the DVBE Checklist.

Submission Requirements Checklist

Certification Type: **Small Business**

Ownership Type: **Partnership**

If you indicated in Section B2 that you are applying for Small Business certification as a Partnership, you must submit:

- ☐ A completed, signed application.
- ☐ Copies of all business related licenses and/or permits, if applicable.
- ☐ A copy of the Partnership Agreement and any subsequent amendments.

- ☐ The ENTIRE, SIGNED 1065 federal tax returns for the three most recently completed tax years, or, if the Partnership has existed for less than three years, 1065 tax returns for the years the firm has existed as a Partnership;
AND
- ☐ The ENTIRE, SIGNED federal tax returns for each partner for the three most recently completed tax years, regardless of the number of years the Partnership has existed.
 - If the partner is an individual, submit 1040s; if the partner is another partnership, submit 1065s; if the partner is a corporation, submit 1120s.
 - Submit the entire federal tax return, including statements, W-2s, 1099s, etc.
 - Each tax return must be signed by the individual, or by an owner or officer of the company.
 - Do not send California tax returns—only federal.

If your most recent tax year has ended, and you haven't yet filed tax returns:

- ☐ Submit the "Affidavit of Income" on page 15. If your IRS tax filing deadline has passed, include a copy of your tax filing extension from the IRS.

If you listed any affiliated businesses in Section E7, for each business listed submit:

- ☐ The affiliated business' federal tax returns for the three most recently completed tax years
 - Submit the entire federal tax return, including statements, W-2s, 1099s, etc.
 - Each tax return must be signed by an owner of the company.
 - Do not send California tax returns—only federal.

If you indicated in Section E4 that any Schedule Es were filed, and that they contained Limited Partnerships, submit:

- ☐ The federal K-1s for each Limited Partnership

If you entered a number greater than 0 in Section F1, indicating that your firm has employees, submit:

- ☐ Signed copies of your firm's last four quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), verifying your average, annual number of employees.

If you entered a number greater than 0 in Section F2, indicating that affiliated firms have employees, submit:

- ☐ Signed copies of the firms' last four quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), verifying the average, annual number of employees.

If you indicated in Section D1 that your firm is a franchise, submit:

- ☐ Copies of all franchise agreements

*You're almost done!
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Step 2

(of 3)

Select the "Submissions Requirement Checklist" that matches your Ownership Type: Sole-Proprietor, Partnership, Corporation or Joint Venture. DVBE's select the DVBE Checklist.

Submission Requirements Checklist

Certification Type: **Small Business**

Ownership Type: **Corporation**

If you indicated in Section B1 that you are applying for Small Business certification as a Corporation, you must submit:

- ☐ A completed, signed application
- ☐ Copies of all business related licenses and/or permits, if applicable.
- ☐ Statement by Domestic Stock. Submit the most recent version, showing officers and directors.
- ☐ Corporate by-laws and any subsequent amendments.
- ☐ Secretary of State document indicating the incorporation date
- ☐ Articles of Incorporation and any subsequent amendments, including date approved by the State.
- ☐ Corporation minutes showing the most recent officer election
- ☐ If a foreign corporation, authority to do business in California

- ☐ The ENTIRE, SIGNED 1120 (or 1120S or 1120A) federal tax returns for the three most recently completed tax years (or, if incorporated less than three years, submit returns for the years incorporated).
 - Submit the entire federal tax return, including statements.
 - Each tax return must be signed by an owner or officer of the company.
 - Do not send California tax returns—only federal.

If your most recent tax year has ended, and you haven't yet filed tax returns:

- ☐ Submit the "Affidavit of Income" on page 15. If your IRS tax filing deadline has passed, include a copy of your tax filing extension from the IRS.

If you answered 'Yes' to Item D7, indicating that the corporation has been incorporated less than three years and existed as a sole proprietorship, partnership, another corporation, or other business entity prior to incorporating, submit:

- ☐ The ENTIRE, SIGNED federal tax returns for the years the business existed as another business entity.
 - Returns submitted for both the current corporation and the prior business structure should cover a 36 month period.
 - Submit the entire federal tax return, including statements, W-2s, 1099s, etc.
 - Each tax return must be signed by an owner or officer of the company.
 - Do not send California tax returns—only federal.

If you listed any affiliated businesses in Section E7, for each business listed submit:

- ☐ The affiliated business' federal tax returns for the three most recently completed tax years
 - Submit the entire federal tax return, including statements, W-2s, 1099s, etc.
 - Each tax return must be signed by an owner or officer of the company.
 - Do not send California tax returns—only federal.

If you indicated in Section E4 that any Schedule Es were filed, and that they contained Limited Partnerships, submit:

- ☐ The federal K-1s for each Limited Partnership

If you entered a number greater than 0 in Section F1, indicating that your firm has employees, submit:

- ☐ Signed copies of your firm's last four quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), verifying your average, annual number of employees.

If you entered a number greater than 0 in Section F2, indicating that affiliated firms have employees, submit:

- ☐ Signed copies of the firms' last four quarterly DE-6 forms as submitted to the California Employment Development Department (EDD), verifying the average, annual number of employees.

If you indicated in Section D1 that your firm is a franchise, submit:

- ☐ Copies of all franchise agreements

*You're almost done!
Now that you've gathered
all the required documents,
go to Step 3 (page 8)*

Step 2:

(of 3)

Select the "Submissions Requirement Checklist" that matches your Ownership Type: Sole-Proprietor, Partnership, Corporation or Joint Venture. DVBE's select the DVBE Checklist.

Submission Requirements Checklist

Certification Type: Disabled Veteran Business Enterprise

DVBE's: If you're also applying for certification as a Small Business, be sure to select the appropriate "Submission Requirements Checklist" for your Small Business type as well.

All DVBE Applicants:

- ☐ A completed, signed application.
- ☐ Copies of all business related licenses and/or permits.

If you are seeking first-time certification as a DVBE OR if you are a previously-certified DVBE whose certification has expire, OR if your service-connected disability status had changed, submit:

- ☐ An "Award of Entitlement" from the U.S. Department of Veteran Affairs or the Department of Defense for each disabled veteran owner/officer:
 - The letter must be dated within 6 months from the date you submit your DVBE certification application to OSBCR.
 - The letter must certify or declare the existence of a service-connected disability of at least 10%. (Note: in the past, some federal agencies have issued letters that declare, for example, a service-connected disability of "no more than 30%." Such a letter is NOT acceptable, since it can imply a disability of less than 10%).

If you are a currently-certified DVBE submitting an application to renew your DVBE certification, and your current certification is still valid, submit the:

- ☐ Disability Renewal Statement (Std. 812B), on page 17 of this application package.

DVBE Partnerships: *If you indicated in Section B2 that you are applying for certification as a DVBE Partnership, you must submit:*

- ☐ All of the documentation required in the Section above, entitled "All DVBE Applicants."
- ☐ A copy of the Partnership Agreement and any subsequent amendments.

DVBE Corporations: *If you indicated in Section B2 that you are applying for certification as a Disabled Veteran Business Enterprise Corporation, you must submit:*

- ☐ All of the documentation required in the Section above, entitled "All DVBE Applicants."
- ☐ Statement by Domestic Stock. Submit the most recent version, showing officers and directors.
- ☐ Corporate by-laws and any subsequent amendments.
- ☐ Secretary of State document indicating the incorporation date
- ☐ Articles of Incorporation and any subsequent amendments, including date approved by the State.
- ☐ Corporation minutes showing the most recent officer election
- ☐ If a foreign corporation, authority to do business in California

*You're almost done!
Now that you've gathered
all the required documents,
go to Step 3 (page 8)*

Step 2:

(of 3)

Select the "Submissions Requirement Checklist" that matches your Ownership Type: Sole-Proprietor, Partnership, Corporation or Joint Venture. DVBE's select the DVBE Checklist.

Submission Requirements Checklist

Certification Type: **Small Business or DVBE**

Ownership Type: **Joint Venture**

If you are a Small Business or a DVBE seeking certification for your joint venture, regulation requires that each co-adventuring business be certified separately before applying for joint venture certification. This checklist assumes that each co-adventuring business has already been certified and that the application being submitted with this checklist is the joint venture application.

- ☐ A completed, signed application for the Joint Venture.
- ☐ A copy of each co-adventuring firm's current, certification approval letter from the Office of Small Business Certification and Resources.
- ☐ A copy of the signed Joint Venture Agreement.
- ☐ Copies of all business related licenses and/or permits, if applicable.
- ☐ A copy of the solicitation package on which the Joint Venture is bidding.

NOTE: Joint Venture applications and all appropriate documentation must be received by the Office of Small Business Certification and Resources no later than 5 days prior to the Bid Opening Date.

*You're almost done!
Now that you you've gathered
all the required documents,
go to Step 3 (page 8)*

Step 3

■ Submit Your Completed Application and Required Documents

Traditional

If you're not actively bidding on a contract, just mail or drop off your completed application--and all the required documents--and you'll receive a response within 4 – 6 weeks.

Submit your completed application and all required documents to:

*The Office of Small Business Certification and Resources
1531 I Street, 2nd Floor
Sacramento, CA 95814-2016*

Expedite

If you're actively bidding on a state contract, the Expedite option may work for you. Submit:

- a completed application (and all required documents)
- a copy of the bid cover page, showing the Bid Opening Date (BOD), and
- a brief written request for expedited service

*The Office of Small Business Certification and Resources
1531 I Street, 2nd Floor
Sacramento, CA 95814-2016*

Requests for expedited processing should be submitted at least 5 working days prior to the bid opening date. Our staff works closely with you to help you receive certification review by your bid deadline.

Appointment

Schedule an appointment with our certification staff, and you'll receive personalized assistance in completing the certification process. If you've arrived with all the appropriate documentation and your firm meets the criteria, you can leave with your certification. Schedule an appointment by:

Phone: (916) 323-5478
Fax: (916) 442-7855
Internet: <http://www.dgs.ca.gov/osbcr>

APPLICATION INSTRUCTIONS

These instructions will help you complete the "Small Business and/or Disabled Veteran Business Enterprise Application" at the beginning of this booklet, on the pages numbered "APP-1" to "APP-4."

SECTION A Certification Type

Item A1 Choose the certification type being requested. Check all that apply. An applicant may apply for small business certification, disabled veteran business enterprise certification or both.

Small Business Definition:

1. An independently owned and operated business
2. Not dominant in its field of operation
3. The principal office located in California
4. The officers domiciled in California, and
5. Together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
 - A manufacturer with 100 or fewer employees

Disabled Veteran Business Enterprise (DVBE) Definition:

Disabled Veteran Business Enterprise or DVBE means a business concern that the Office of Small Business Certification and Resources (OSBCR) has certified as a DVBE, which is either:

- a) Sole Proprietorship – at least 51% owned by one or more disabled veterans or
- b) Publicly Owned Business – at least 51% of its stock owned by one or more disabled veterans or
- c) Subsidiary – wholly owned by a parent corporation, but only if at least 51% of the corporation voting stock is owned by one or more disabled veterans or
- d) Joint Venture – at least one or more disabled veterans hold 51% of the joint venture's management, control and earnings.

And

1. Whose management and control of the daily business operations are by one or more disabled veterans. The disabled veteran(s) who exercises management and control is not required to be the disabled veteran owner(s).
2. Whose home office is located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

SECTION B Ownership and Business Type

Item B1 Check only one box describing the firm's ownership type.

Sole Proprietorship – Sole Proprietorship means a business enterprise whose sole owner holds exclusive rights over the organization.

Partnership – Partnership means a business enterprise whose ownership is shared with another or others and established by a written agreement.

Corporation – Corporation means a legally established association existing as an entity with powers and liabilities independent of those of its members.

Joint Venture (Small Business Only) - "Joint Venture" means an association of business concerns established for the purpose of engaging in and carrying out a single business venture for joint profit, for which purpose they combine their efforts, property, money, skills or knowledge, but without creating a partnership or a corporation. Additionally, the Joint Venture Agreement must provide that there shall be a distribution of costs, profit, losses and liabilities among all co-adventurers in proportion to their contribution to the enterprise.

- Each individual co-adventuring business concern must be small business certified prior to applying for joint venture certification.
- Co-adventuring business concerns must be nonaffiliated.
- Once both co-adventuring business concerns are small business certified, a joint Small Business and/or Disabled Veteran Enterprise application (Std. 812) must be submitted.

Joint Venture (Disabled Veteran Business Enterprise Only) - "Joint Venture" means two or more parties who join together for a common business enterprise in which profits, losses and control are shared. The agreement between the parties must be set forth in writing.

- Each individual co-adventuring business concern must be DVBE certified prior to applying for joint venture certification.
- Once both co-adventuring business concerns are DVBE certified, a joint Small Business and/or Disabled Veteran Enterprise application (Std. 812) must be submitted.

Other- If filing as "Other" please contact the OSBCR at (916) 323-5478 for instructions.

Item B2

Check the box(es) that best describe the firm's general business type.

Service Firm Definition

A service firm means any business concern doing business with or proposing to do business with the State of California pursuant to an agreement for the performance of services.

Construction Firm Definition

Construction firm means any business concern issued a valid California contractor's license.

Non-manufacturer

A non-manufacturer means a firm that is doing business with or proposing to do business with the State of California pursuant to an agreement for the purchase, lease or rental (with the option to purchase) of goods.

Manufacturer

Manufacturer means a business that is both of the following:

1. Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
2. Classified between Codes 2000 to 3999, inclusive, of the Standard Industrial Classification (SIC) Manual published by the United States Office of Management and Budget, 1987 edition.

Item B3

Enter the firm's Federal Employer Identification Number (FEIN). If none, enter none.

Item B4

Enter the social security number for the applicant firm owner.

Item B5

Dun & Bradstreet (DUNS) numbers are specifically obtained from Dun & Bradstreet Company. Please provide if available.

- Item B6 Enter the firm's area code and telephone number for conducting business. The OSBCR publishes this telephone number in business directories including the Internet website.
- Item B7 Enter the firm's "DBA" (doing business as) name. The DBA name must be the firm's name used on all applicable licenses and when bidding on state contracts. ("AKA" firm names may be entered under Item B9).
- Item B8 Enter the firm's business fax number including area code.
- Item B9 Enter the firm's "AKA" (also known as) name. The AKA name may not be used when bidding on state contracts.
- Item B10 Enter the firm's alternative phone number, i.e. - voice mail, pager number, cellular telephone number or second line telephone number. Please identify the type of phone number listed.
- Item B11 Enter the firm's current mailing address. The OSBCR uses this address for business correspondence and business directories.
- Item B12 Enter the firm's E-mail address. This information facilitates network-marketing opportunities. The OSBCR publishes the E-mail address on the Internet website.
- Item B13 Enter the address of your current principal office. If the address is the same as your mailing address, enter "same".
- Item B14 Enter the firm's Internet home page address, if any. This information facilitates network-marketing opportunities. The OSBCR publishes the firm's homepage address on the Internet website.
- Item B15 If the applicant firm is the parent company, enter all subsidiaries' name(s) and complete address(es),
- Subsidiary* - A subsidiary means a firm owned in part or whole by another business entity.
- Item B16 If the applicant firm is a subsidiary, enter the parent company's name and complete address. If the applicant firm is not a parent company, enter "not applicable" (Do not enter division names or DBA names in this section.)

SECTION C Ownership Information

- Item C1 Enter the date the firm formally started business.
- Item C2 Enter the firm's fiscal year.
- Item C3 Complete this question if the business ownership type changed within the last three years.. Enter the date of the change and previous ownership type.
- Item C4 *Sole Proprietorship* - Enter the name, title, ownership percentage (must equal 100%) and complete home address for the sole owner of the firm. Do not use P.O. Box address.
- Item C5 *Partnership* - Enter the name, title, ownership percentage (must equal 100%) and complete home address for each general partner of the firm. Do not use P.O. Box address.
- Item C6 *Corporations* - For each individual listed, enter their name, ownership percentage (must equal 100%) and complete home address. Do not use P.O. Box address. If there is no Vice President for the firm, enter 'No VP'. List any other owners, stock holders, general partners, officers and directors.

Item C7 If your firm was incorporated less than three years ago, check the appropriate "Yes" or "No" box and provide the corresponding information.

SECTION D Manufacturer/Non-Manufacturer

Item D1 Check the appropriate "Yes" or "No" response.

Item D2 Check the appropriate "Yes" or "No" response.

If you answered "Yes" to Question D2, answer Questions D3 thru D5.

Items D3 - 5 Check the appropriate "Yes" or "No" response.

SECTION E Business Information

Items E1 - E6 Answer all questions as they pertain to individuals listed on Page APP-2 of the application. Provide the appropriate "Yes" or "No" response. All "Yes" responses require additional follow-up information as directed.

Item E7 Provide the follow-up information for questions E1 through E6. Provide the individual(s) name, title, ownership percentage, firm name, number of employees, and firm's operational status. If the firm affiliation has disassociated, provide disassociation date.

SECTION F Employee Count Information

As of January 1, 1999, state law requires firms seeking Small Business certification to report their number of employees. OSBCR uses the California Employment Development Department's "Quarterly Wage and Withholding Report" (DE-6) as the primary means for determining number of employees.

- Typically, owners and officers are not considered employees. Only individuals who receive a W-2 should be counted as employees.
- Remember to calculate applicant firm and affiliate firm employees separately.

How to Calculate number of employees:

- For the applicant firm and any affiliate firms, gather the DE-6's for the last 4 quarters.
- In Section A of the DE-6, you were required to report the total number of employees for each month in that quarter.
- Add up the number of employees reported in Section A of the DE-6's for the past four quarters (12 months) and divide by 12 to calculate the average annual number of employees for each firm.
- In F1, enter the average annual number of employees calculated for the applicant firm
- In F2, enter the total average annual number of employees calculated for each affiliate. The number calculated should match the total number of affiliate employees entered in E7.
- Enter the total number of employees-both applicant firm and all affiliates-in F3.

SECTION G Construction Firm Information

Only construction firms complete this section,

Item G1 Enter the firm's current contractor's license number as filed with the Contractors State License Board (CSLB).

Note: All license information provided must match CSLB records. To confirm CSLB records call 1-800-321-CSLB (2752) or visit www.cslb.ca.gov/

Item G2 Enter the firm's contractor's license classification designation.

Item G3 Enter the name(s) of all CSLB qualified license holders. The CSLB may designate the qualified license holder as a "Responsible Managing Officer" (RMO) or "Responsible Managing Employee" (RME)

RMO- The RMO is an applicant firm's officer holding the contractor license.

RME- The RME is an applicant firm's employee holding the contractor license.

SECTION H Service Areas

Check the county location(s) in which your firm can provide service or deliver commodities. (Check all that apply.) This information will be displayed in OSBCR directories and website.

SECTION I DVBE Management and Operational Control

"Disabled Veteran" definition- A disabled veteran means a veteran of the U.S. military, naval, or air service, with a service - connected disability of at least 10% or more, and who is a California resident.

Item I1 Provide the name of the individual responsible for the negotiation, execution and signature of contracts. Then indicate by checking "Yes" or "No" if this individual meets the definition of a Disabled Veteran (DV).

Item I2 Provide the name of the individual responsible for executing financial transactions and agreements. Then indicate by checking "Yes" or "No" if this individual meets the definition of a Disabled Veteran (DV).

Item I3 Provide the name of the individual who possesses the experience, education, knowledge and qualifications in the firm's field of operation. Then indicate by checking "Yes" or "No" if this individual meets the definition of a Disabled Veteran (DV).

Items I4 *Corporations Only:* Provide the name of the individual who is authorized to appoint, elect, and remove the majority of the board of directors. Then indicate by checking "Yes" or "No" if this individual meets the definition of a Disabled Veteran (DV).

Items I5 Check the appropriate "Yes" or "No" response.

Items I6 List the name and title of the individual(s) that control the operation of the firm in the areas of Financial, Bonding, Supervision (directly responsible for subordinates), Workforce (directly responsible for subordinates or subcontractors), Equipment, Materials and Facilities (office/yard). Then indicate by checking "Yes" or "No" if this individual meets the definition of a Disabled Veteran (DV).

Items I7 Check the appropriate "Yes" or "No" response.

SECTION J SIC Code Selection

Use the Standard Industrial Classification Codes (SIC) list on pages 19 - 28 of this application booklet to identify the classification that best describes your business activity. Enter the four-digit SIC code number and description in the space provided. Attach additional sheets if necessary.

SECTION K Original Signature of Owner or Officer

The owner/officer of the applicant firm must sign the Small and/or Disabled Veteran Business Enterprise Application. ORIGINAL SIGNATURE ONLY, NO PHOTOCOPIES OR FAXES ACCEPTED. The firm owner/officer's signature is required for certification and is signed under the penalty of perjury. The signature certifies:

- Awareness that the Small and/or Disabled Veteran Business Enterprise Application (STD. 812) is public record;
- Awareness that willfully providing false information is subject to serious penalties;
- The individual has read and understands the statement provided; and
- All information provided is accurate and truthful.

AFFIDAVIT OF INCOME Unaudited Income Statement

STD. 812A (REV. 7-99)

I, _____, attest to the truthfulness and accuracy of this annual

(Owner/Officer of Applicant Firm)

receipts statement and have the authority to make this representation.

This Affidavit of Income is being submitted for Tax Year _____ (ending ____ / ____ / ____ .)

<i>Provide Firm Name(s)</i>		<i>Total Annual Receipts</i>
	Applicant	\$
	Affiliate	\$
	Affiliate	\$
	Affiliate	\$
Totals		\$

I promise to provide a copy of the above firm(s) Federal Tax Return (FTRs) or audited financial statement within 90 days. I understand that failure to provide a copy of the FTRs or audited financial statements may result in the applicant firm's small business revocation.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

APPLICANT'S SIGNATURE

DATE EXECUTED



APPLICANT'S PRINTED NAME AND TITLE

APPLICANT'S BUSINESS NAME

APPLICANT FIRM COMPLETE IN NOTARY'S PRESENCE ONLY

AUTHORIZED SIGNATURE

DATE EXECUTED



FIRM NAME AND ADDRESS

FOR NOTARY'S USE ONLY

SUBSCRIBED AND SWORN BEFORE ME BY

DATE

NOTARY'S SIGNATURE



NOTARY'S SEAL

AFFIDAVIT OF INCOME Unaudited Income Statement

STD. 812A (REV. 7-99)

PURPOSE

The "Affidavit of Income (A/I) —Unaudited Income Statement" is used for those businesses that have yet not filed Federal Tax Returns (FTRs) for the most recently completed tax years or do not have audited income statements. The notarized A/I must be replaced with actual Federal Tax Returns (FTRs) as soon as they are available.

NOTE: The Office of Small Business Certification and Resources considers your most recently completed tax year to be the date when your tax year (or fiscal year) ends, not the date FTR's are prepared or the Internal Revenue Service (IRS) due date.

INSTRUCTIONS

1. The Affidavit of Income (A/I) form must be completed by an owner or officer of the applicant firm. The person completing the A/I enters his or her name on the first blank line.
2. Provide the Tax Year for which the A/I form is being submitted; include the Tax year end date.
3. Provide the Firm Name(s) starting with the "Applicant" firm then all "Affiliate" firms.
4. Enter the total annual receipts for each firm name.
5. Sum the totals for all "Total annual receipts"
6. Sign the A/I form after reading and understanding the noted statement.
7. Have the A/I form notarized. Sign the second signature line in the presence of a notary official and allow that official to fill in the remaining portion of the A/I form including a notary stamp.

ATTACHMENTS

If the FTRs filing due date has passed, attach a valid tax extension copy with the A/I form. The OSBCR will not accept A/I's past the filing due date without valid Federal extension. If you file a tax extension after submitting the affidavit to the OSBCR, you must forward a copy of the extension.

SERVICE-CONNECTED DISABILITY RENEWAL STATEMENT

STD. 812B (REV. 7-99)

I, _____ certify that my disabled veteran service-connected disability status at the time of original Disabled Veteran Business Enterprise (DVBE) certification application was _____ %.

My disabled veteran service-connected disability status has not changed as of the date of this DVBE certification renewal application.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DISABLED VETERAN'S SIGNATURE

DATE EXECUTED



DISABLED VETERAN'S PRINTED NAME AND TITLE

APPLICANT FIRM'S NAME

Service SIC Codes

Service “SIC” Codes

Standard Industrial Classification (SIC) Codes

This SIC Code list is for “service” firms only. Do not use this list if your firm is a non-manufacturer, manufacturer or construction firm.

To be certified as a “service” firm, your firm must be doing business with the State of California pursuant to an agreement for the performance of services.

Instructions: Use the full 4-digit SIC code when classifying your “service” small business or disabled veteran business enterprise (DVBE).

Agriculture, Forestry, and Fishing

Agricultural production--crops

Cash grains

Wheat	0111
Rice	0112
Corn	0115
Soybeans	0116
Cash grains, n.e.c.*	0119

Field crops, except cash grains

Cotton	0131
Tobacco	0132
Sugarcane and sugar beets	0133
Irish potatoes	0134
Field crops, except cash grains, n.e.c.*	0139

Vegetables & melons

Vegetables and melons	0161
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Fruits & tree nuts

Berry crops	0171
Grapes	0172
Tree nuts	0173
Citrus fruits	0174
Deciduous tree fruits	0175
Fruits & nuts, n.e.c.*	0179

Horticultural specialties

Ornamental floriculture & nursery products	0181
Food crops grown under cover	0182

General farms, primarily crop

General farms, primarily crop	0191
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Agriculture production livestock & animal specialties

Livestock, except dairy & poultry

Beef cattle feedlots	0211
Beef cattle, except feedlots	0212
Hogs	0213
Sheep & goats	0214
General livestock, except dairy & poultry	0219

Dairy farms

Dairy farms	0241
-------------	------

Poultry & eggs

Broiler, fryer, & roaster chickens	0251
Chicken eggs	0252
Turkeys & turkey eggs	0253
Poultry hatcheries	0254
Poultry & eggs, n.e.c.*	0259

Animal specialties

Fur-bearing animals & rabbits	0271
Horses & other equines	0272
Animal aquaculture	0273
Animal specialties, n.e.c.*	0279

Service SIC Codes

General farms, primarily livestock & animal specialties	0291
Agricultural services	
Soil preparation services	0711
Crop services	
Crop planting, cultivating, & protecting	0721
Crop harvesting, primarily by machines	0722
Crop preparation services for market, except cotton ginning	0723
Cotton ginning	0724
Veterinary services	
Veterinary services for livestock	0741
Veterinary services for animal specialties	0742
Animal services, except veterinary	
Livestock services, except veterinary	0751
Animal specialty services, except veterinary	0752
Farm labor & management services	
Farm labor contractors & crew leaders	0761
Farm management services	0762
Landscape & horticultural services	
Landscape counseling & planning	0781
Lawn & garden service	0782
Ornamental shrub & tree services	0783
Forestry	
Timber tracts	0811
Forest nurseries & gathering of forest products	0831
Forestry services	0851
Fishing, hunting, & trapping	
Commercial fishing	
Finfish	0912
Shellfish	0913
Misc. marine products	0919
Fish hatcheries & preserves	0921
Hunting & trapping, & game propagation	0971

Mining

Metal mining

Iron ores	1011
Copper ores	1021
Lead & zinc ores	1031
Gold ores	
Gold ores	1041
Silver ores	1044
Ferroalloy ores, except vanadium	1061
Metal mining services	1081
Misc. metal ores	
Uranium-radium-vanadium ores	1094
Misc. metal ores, n.e.c.*	1099

Coal mining

Bituminous coal & lignite mining	
Bituminous coal & lignite surface mining	1221
Bituminous coal underground mining	1222
Anthracite mining	1231
Coal mining services	1241

Oil & gas extraction

Crude petroleum & natural gas	1311
Natural gas liquids	1321
Oil & gas field services	
Drilling oil & gas wells	1381
Oil & gas field exploration services	1382
Oil & gas field services, n.e.c.*	1389

Mining & quarrying of nonmetallic minerals, except fuels

Dimension stone	1411
Crushed & broken stone, including riprap	
Crushed & broken limestone	1422
Crushed & broken granite	1423
Crushed & broken stone, n.e.c.*	1429
Sand & gravel	
Construction sand & gravel	1442
Industrial sand	1446
Clay, ceramic, & refractory minerals	
Kaolin & ball clay	1455
Clay, ceramic, & refractory minerals, n.e.c.*	1459

* “n.e.c.” = not elsewhere classified

Service SIC Codes

Chemical & fertilizer mineral mining	
Potash, soda, & borate minerals	1474
Phosphate rock	1475
Chemical & fertilizer mineral mining, n.e.c.*	1479
Nonmetallic minerals services, except fuels	1481
Misc. nonmetallic minerals, except fuels	1499

Transportation and Public Utilities

Railroad transportation	
Railroads	
Railroads, line-haul operating	4011
Railroad switching & terminal establishments	4013
Local & suburban transit & interurban highway passenger transportation	
Local & suburban passenger transportation	
Local & suburban transit	4111
Local passenger transportation, n.e.c.*	4119
Taxicabs	4121
Intercity & rural bus transportation	4131
Bus charter service	
Local bus charter service	4141
Bus charter service, except local	4142
School buses	4151
Terminal & service facilities for motor vehicle passenger transportation	4173
Motor freight transportation & warehousing	
Trucking & courier services, except air	
Local trucking without storage	4212
Trucking, except local	4213
Local trucking with storage	4214
Courier services, except by air	4215
Public warehousing & storage	
Farm product warehousing & storage	4221
Refrigerated warehousing & storage	4222
General warehousing & storage	4225
Special warehousing & storage, n.e.c.*	4226
Terminal & joint terminal maintenance facilities for motor freight transportation	4231
U.S. Postal Service	4311
Water transportation	
Deep sea foreign transportation of freight	4412
Deep sea domestic transportation of freight	4424
Water transportation of freight, n.e.c.*	4449
Water transportation of passengers	
Deep sea transportation of passengers, except by ferry	4481
Ferries	4482
Water transportation of passengers, n.e.c.*	4489
Services incidental to water transportation	
Marine cargo handling	4491
Towing & tugboat services	4492
Marinas	4493
Water transportation services, n.e.c.*	4499
Transportation by air	
Air transportation, scheduled, & air courier services	
Air transportation, scheduled	4512
Air courier services	4513
Air transportation, nonscheduled	4522
Airports, flying fields, & airport terminal services	4581
Pipelines, except natural gas	
Pipelines, except natural gas	
Crude petroleum pipelines	4612
Refined petroleum pipelines	4613
Pipelines, n.e.c.*	4619
Transportation services	
Arrangement of passenger transportation	
Travel agencies	4724
Tour operators	4725
Arrangement of passenger transportation, n.e.c.*	4729
Arrangement of transportation of freight & cargo	4731
Rental of railroad cars	4741
Misc. services incidental to transportation	
Packing & crating	4783
Fixed facilities & inspection & weighing services for motor vehicles transportation	4785

Service SIC Codes

Transportation services, n.e.c.*	4789
Communications	
Telephone communications	
Radiotelephone communications	4812
Telephone communications, except radiotelephone	4813
Telegraph & other message communications	4822
Radio & television broadcasting stations	
Radio broadcasting stations	4832
Television broadcasting stations	4833
Cable & other pay television services	4841
Communications services, n.e.c.*	4899
Electric, gas, & sanitary services	
Electric services	4911
Gas production & distribution	
Natural gas transmission	4922
Natural gas transmission & distribution	4923
Natural gas distribution	4924
Mixed, manufactured, or liquefied petroleum gas production &/or distribution	4925
Combination electric & gas, & other utility services	
Electric & other services combined	4931
Gas & other services combined	4932
Combination utilities, n.e.c.*	4939
Water supply	4941
Sanitary services	
Sewerage systems	4952
Refuse systems	4953
Sanitary services, n.e.c.*	4959
Steam & air-conditioning supply	4961
Irrigation Systems	4971

Finance, Insurance, and Real Estate

Depository institutions	
Central reserve depository institutions	
Federal reserve banks	6011
Central reserve depository institutions, n.e.c.*	6019
Commercial banks	
National commercial banks	6021
State commercial banks	6022
Commercial banks, n.e.c.*	6029
Savings institutions	
Savings institutions, federally chartered	6035
Savings institutions, not federally chartered	6036
Credit unions	
Credit unions, federally chartered	6061
Credit unions, not federally chartered	6062
Foreign banking & branches & agencies of foreign banks	
Branches & agencies of foreign banks	6081
Foreign trade & international banking institutions	6082
Functions related to depository banking	
Nondeposit trust facilities	6091
Functions related to depository banking, n.e.c.*	6099
Nondepository credit institutions	
Federal & federally-sponsored credit agencies	6111
Personal credit institutions	6141
Business credit institutions	
Short-term business credit institutions, except agricultural	6153
Misc. business credit institutions	6159
Mortgage bankers & brokers	
Mortgage bankers & loan correspondents	6162
Loan brokers	6163
Security & commodity brokers, dealers, exchanges, & services	
Security brokers, dealers, & flotation companies	6211
Commodity contracts brokers & dealers	6221
Security & commodity exchanges	6231
Services allied with the exchange of securities or commodities	
Investment advice	6282
Services allied with the exchange of securities or commodities, n.e.c.*	6289

* "n.e.c." = not elsewhere classified

Service SIC Codes

Insurance carriers	
Life insurance	6311
Accident & health insurance & medical service plans	
Accident & health insurance	6321
Hospital & medical service plan	6324
Fire, marine, & casualty insurance	6331
Surety insurance	6351
Title insurance	6361
Pension, health, & welfare funds	6371
Insurance carriers, n.e.c.*	6399
Insurance agents, brokers, & service	6411
Real estate	
Real estate operators (except developers) & lessors	
Operator of nonresidential bldgs.	6512
Operators of apartment bldgs.	6513
Operators of dwellings other than apartment bldgs.	6514
Operators of residential mobile home sites	6515
Lessors of railroad property	6517
Lessors of real property, n.e.c.*	6519
Real estate agents & managers	6531
Title abstract offices	6541
Land subdividers & developers	
Land subdividers & developers	6552
Cemetery subdividers & developers	6553
Holding & other investment offices	
Holding offices	
Offices of bank holding companies	6712
Offices of holding companies, n.e.c.*	6719
Investment offices	
Mgmt. investment offices, open-end	6722
Unit investment trusts, face-amt. Certificate offices, & closed-end mgmt. investment offices	6726
Trusts	
Educational, religious, & charitable trusts	6732
Trusts, except educational, religious, & charitable	6733
Misc. investing	
Oil royalty traders	6792
Patent owners & lessors	6794
Real estate investment trusts	6798
Investors, n.e.c.*	6799
Miscellaneous Services	
Hotels, rooming houses, camps, & other lodging places	
Hotels & motels	7011
Rooming & boarding houses	7021
Camps & recreational vehicle parks	
Sporting & recreational camps	7032
Recreational vehicle parks & campsites	7033
Organization hotels & lodging houses, on membership basis	7041
Personal services	
Laundry, cleaning, & garment services	
Power laundries, family & commercial	7211
Garment pressing, & agents for laundries & drycleaners	7212
Linen supply	7213
Coin-operated laundries & drycleaning	7215
Drycleaning plants, except rug cleaning	7216
Carpet & upholstery cleaning	7217
Industrial launderers	7218
Laundry & garment services, n.e.c.*	7219
Photographic studios, portrait	7221
Beauty shops	7231
Barber shops	7241
Shoe repair shops & shoeshine parlors	7251
Funeral service & crematories	
Funeral service & crematories	7261
Tax return preparation services	7291
Misc. personal services	7299
Business services	
Advertising	
Advertising agencies	7311

Service SIC Codes

Outdoor advertising services	7312
Radio, TV, & publishers' advertising representatives	7313
Advertising, n.e.c.*	7319
Consumer credit reporting agencies, mercantile reporting agencies, & adjustment & collection agencies	
Adjustment & collection services	7322
Credit reporting services	7323
Mailing, reproduction, commercial art & photography, & stenographic services	
Direct mail advertising services	7331
Photocopying & duplicating services	7334
Commercial photography	7335
Commercial art & graphic design	7336
Secretarial & court reporting services	7338
Services to dwellings & other bldgs.	
Disinfecting & pest control services	7342
Bldg. Cleaning & maintenance services, n.e.c.*	7349
Misc. equipment rental & leasing	
Medical equipment rental & leasing	7352
Heavy construction equipment rental & leasing	7353
Equipment rental & leasing, n.e.c.*	7359
Personnel supply services	
Employment agencies	7361
Help supply services	7363
Computer programming, data processing, & other computer related services	
Computer programming services	7371
Prepackaged software	7372
Computer integrated systems design	7373
Computer processing & data preparation & processing services	7374
Information retrieval services	7375
Computer facilities mgmt. Services	7376
Computer rental & leasing	7377
Computer maintenance & repair	7378
Computer related services, n.e.c.*	7379
Misc. business services	
Detective, guard, & armored car services	7381
Security systems services	7382
News syndicates	7383
Photofinishing laboratories	7384
Business services, n.e.c.*	7389
Automotive repair, services & parking	
Automotive rental & leasing, without drivers	
Truck rental & leasing, without drivers	7513
Passenger car rental	7514
Passenger car leasing	7515
Utility trailer & recreational vehicle rental	7519
Automobile parking	7521
Automotive repair shops	
Top, body, & upholstery repair shops & paint shops	7532
Automotive exhaust system repair shops	7533
Tire retreading & repair shops	7534
Automotive glass replacement shops	7536
Automotive transmission repair shops	7537
General automotive repair shops	7538
Automotive repair shops, n.e.c.*	7539
Automotive services, except repair	
Carwashes	7542
Automotive services, except repair & carwashes	7549
Misc. repair services	
Electrical repair shops	
Radio, & TV repair shops	7622
Refrigeration & air-conditioning service & repair shops	7623
Electrical & electronic repair shops, n.e.c.*	7629
Watch, clock, & jewelry repair	7631
Reupholstery & furniture repair	7641
Misc. repair shops & related services	
Welding repair	7692
Armature rewinding shops	7694
Repair shops & related services, n.e.c.*	7699
Motion pictures	
Motion picture production & allied services	
Motion picture & video tape production	7812

* "n.e.c." = not elsewhere classified

Service SIC Codes

Services allied to motion picture production	7819
Motion picture distribution & allied services	
Motion picture & video tape distribution	7822
Services allied to motion picture distribution	7829
Motion picture theaters	
Motion picture theaters, except drive-in	7832
Drive-in motion picture theaters	7833
Video tape rental	7841
Amusement & recreation services	
Dance studios, schools, & halls	7911
Theatrical producers (except motion picture),	
Theatrical producers (except motion picture) & misc.	7922
theatrical services	
Bands, orchestras, actors, & other entertainers & entertainment groups	7929
Bowling centers	7933
Commercial sports	
Professional sports clubs & promoters	7941
Racing, including track operation	7948
Misc. amusement & recreation services	
Physical fitness facilities	7991
Public golf courses	7992
Coin-operated amusement devices	7993
Amusement parks	7996
Membership sports & recreation clubs	7997
Amusement & recreation services, n.e.c.*	7999
Health services	
Offices & clinics of doctors of medicine	8011
Office & clinics of dentists	8021
Offices & clinics of doctors of osteopathy	8031
Offices & clinics of other health practitioners	
Offices & clinics of chiropractors	8041
Offices & clinics of optometrists	8042
Offices & clinics of podiatrists	8043
Offices & clinics of health practitioners, n.e.c.*	8049
Nursing & personal care facilities	
Skilled nursing care facilities	8051
Intermediate care facilities	8052
Nursing & personal care facilities, n.e.c.*	8059
Hospitals	8062
General medical & surgical hospitals	
Psychiatric hospitals	8063
Specialty hospitals, except psychiatric	8069
Medical & dental laboratories	
Medical laboratories	8071
Dental laboratories	8072
Home health care services	8082
Misc. health & allied services, n.e.c.*	
Kidney dialysis centers	8092
Specialty outpatient facilities, n.e.c.*	8093
Health & allied services, n.e.c.*	8099
Legal services	8111
Educational services	
Elementary & secondary schools	8211
Colleges, universities, professional schools, & jr. colleges	
Colleges, universities, & professional schools	8221
Jr. colleges & technical institutes	8222
Libraries	8231
Vocational schools	
Data processing schools	8243
Business & secretarial schools	8244
Vocational schools, n.e.c.*	8249
Schools & educational services, n.e.c.*	8299
Social services	
Individual & family social services	8322
Job training & vocational rehab. Services	8331
Child day care services	8351
Residential care	8361
Social services, n.e.c.*	8399
Museums, art galleries, & botanical & zoological gardens	
Museums & art galleries	8412
Arboreta & botanical or zoological gardens	8422

Service SIC Codes

Membership organizations	
Business associations	8611
Professional membership organizations	8621
Labor unions & similar labor organizations	8631
Civic, social, & fraternal associations	8641
Political organizations	8651
Religious organizations	8661
Membership organizations, n.e.c.*	8699
Engineering, accounting, research, management, & related services	
Engineering, architectural, & surveying services	
Engineering services	8711
Architectural services	8712
Surveying services	8713
Accounting, auditing, & bookkeeping services	8721
Research, development, & testing services	
Commercial physical & biological research	8731
Commercial economic, sociological, & educational research	8732
Noncommercial research organizations	8733
Testing laboratories	8734
Management & public relations services	
Management services	8741
Management consulting services	8742
Public relations services	8743
Facilities support management services	8744
Business consulting services, n.e.c.*	8748
Private households	8811
Misc. services	
Services, n.e.c.*	8999

Non-Manufacturer “SIC” Codes

Standard Industrial Classification (SIC) Codes—5000 thru 5999

This SIC Code list is for “non-manufacturer” firms only. Do not use this list if your firm is a service, manufacturer or construction firm.

To be certified as a “non-manufacturer,” your firm must be doing business with the State of California pursuant to an agreement for the purchase, lease or rental (with the option to purchase) of **goods**.

Instructions: Use the full 4-digit SIC code when classifying your “non-manufacturer” small business or disabled veteran business enterprise (DVBE).

Wholesale Trade

Wholesale trade--durable goods

Motor vehicles & motor vehicle parts & supplies

Automobiles & other motor vehicles	5012
Motor vehicle supplies & new parts	5013
Tires & tubes	5014
Motor vehicle parts, used	5015

Furniture & home furnishings

Furniture	5021
Home furnishings	5023

Lumber & other construction materials

Lumber, plywood, millwork, & wood panels	5031
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Non-Manufacturer SIC Codes

Brick, stone, & related construction materials	5032
Roofing, siding, & insulation materials	5033
Construction materials, n.e.c.*	5039
Professional & commercial equipment & supplies	
Photographic equipment & supplies	5043
Office equipment	5044
Computers & computer peripheral equipment & software	5045
Commercial equipment, n.e.c.*	5046
Medical, dental, & hospital equipment & supplies	5047
Ophthalmic goods	5048
Professional equipment & supplies, n.e.c.*	5049
Metals & minerals, except petroleum	
Metals service centers & offices	5051
Coal & other minerals & ores	5052
Electrical goods	
Electrical apparatus & equipment, wiring supplies, & construction materials	5063
Electrical appliances, TV & radio sets	5064
Electronic parts & equipment, n.e.c.*	5065
Hardware, & plumbing & heating equipment & supplies	
Hardware	5072
Plumbing & heating equipment & supplies (hydronic)	5074
Warm air heating & air-conditioning equipment & supplies	5075
Refrigeration equipment & supplies	5078
Machinery, equipment, & supplies	
Construction & mining (except petroleum) machinery & equipment	5082
Farm & garden machinery & equipment	5083
Industrial machinery & equipment	5084
Industrial supplies	5085
Service establishment equipment & supplies	5087
Transportation equipment & supplies, except motor vehicles	5088
Misc. durable goods	
Sporting & recreational goods & supplies	5091
Toys & hobby goods & supplies	5092
Scrap & waste materials	5093
Jewelry, watches, precious stones, & precious metals	5094
Durable goods, n.e.c.*	5099
Wholesale trade--nondurable goods	
Paper & paper products	
Printing & writing paper	5111
Stationery & office supplies	5112
Industrial & personal service paper	5113
Drugs, drug proprietaries, & druggists' sundries	5122
Apparel, piece goods, & notions	
Piece goods, notions, & other dry goods	5131
Men's & boys' clothing & furnishings	5136
Women's, children's, & infants' clothing & accessories	5137
Footwear	5139
Groceries & related products	
Groceries, general line	5141
Packaged frozen foods	5142
Dairy products, except dried or canned	5143
Poultry & poultry products	5144
Confectionery	5145
Fish & seafoods	5146
Meats & meat products	5147
Fresh fruits & vegetables	5148
Groceries & related products, n.e.c.*	5149
Farm-product raw materials	
Grain & field beans	5153
Livestock	5154
Farm-product raw materials, n.e.c.*	5159
Chemicals & allied products	
Plastics materials & basic forms & shapes	5162
Chemicals & allied products, n.e.c.*	5169
Petroleum & petroleum products	
Petroleum bulk stations & terminals	5171
Petroleum & petroleum products wholesalers, except bulk stations & terminals	5172

Non-Manufacturer SIC Codes

Beer, wine, & distilled alcoholic beverages	
Beer & ale	5181
Wine & distilled alcoholic beverages	5182
Misc. nondurable goods	
Farm supplies	5191
Books, periodicals, & newspapers	5192
Flowers, nursery stock, & florists' supplies	5193
Tobacco & tobacco products	5194
Paints, varnishes, & supplies	5198
Nondurable goods, n.e.c.*	5199
Retail Trade	
Bldg. materials, hardware, garden supply, & mobile home dealers	
Lumber & other bldg. materials dealers	5211
Paint, glass, & wallpaper stores	5231
Hardware stores	5251
Retail nurseries, lawn & garden supply stores	5261
Mobile home dealers	5271
General merchandise stores	
Department stores	5311
Variety stores	5331
Misc. general merchandise stores	5399
Food stores	
Grocery stores	5411
Meat & fish (seafood) markets, including freezer provisioners	5421
Fruit & vegetable markets	5431
Candy, nut, & confectionery stores	5441
Dairy products stores	5451
Retail bakeries	5461
Misc. food stores	5499
Automotive dealers & gasoline service stations	
Motor vehicle dealers (new & used)	5511
Motor vehicle dealers (used only)	5521
Auto & home supply stores	5531
Gasoline service stations	5541
Boat dealers	5551
Recreational vehicle dealers	5561
Motorcycle dealers	5571
Automotive dealers, n.e.c.*	5599
Apparel & accessory stores	
Men's & boys' clothing & accessory stores	5611
Women's clothing stores	5621
Women's accessory & specialty stores	5632
Children's & infants' wear stores	5641
Family clothing stores	5651
Shoe stores	5661
Misc. apparel & accessory stores	5699
Home furniture, furnishings, & equipment store	
Home furniture & furnishings stores	
Furniture stores	5712
Floor covering stores	5713
Drapery, curtain, & upholstery stores	5714
Misc. home furnishings stores	5719
Household appliance stores	5722
Radio, television consumer electronics, & music stores	
Radio, TV, & consumer electronics stores	5731
Computer & computer software stores	5734
Record & prerecorded tape stores	5735
Musical instrument stores	5736
Eating & drinking places	
Eating & drinking places	
Eating places	5812
Drinking places (alcoholic beverages)	5813
Misc. retail	
Drug stores & proprietary stores	5912
Liquor stores	5921
Used merchandise stores	5932
Misc. shopping goods stores	
Sporting goods stores & bicycle shops	5941
Book stores	5942
Stationery stores	5943
Jewelry stores	5944

* "n.e.c." = not elsewhere classified

Non-Manufacturer SIC Codes

Hobby, toy, & game shops	5945
Camera & photographic supply stores	5946
Gift, novelty, & souvenir shops	5947
Luggage & leather goods stores	5948
Sewing, needlework, & piece goods stores	5949
Nonstore retailers	
Catalog & mail-order houses	5961
Automatic merchandising machine operators	5962
Direct selling establishments	5963
Fuel dealers	
Fuel oil dealers	5983
Liquefied petroleum gas (bottled gas) dealers	5984
Fuel dealers, n.e.c.*	5989
Retail stores, n.e.c.*	
Florists	5992
Tobacco stores & stands	5993
News dealers & newsstands	5994
Optical goods stores	5995
Misc. retail stores, n.e.c.*	5999

Manufacturer “SIC” Codes

Standard Industrial Classification (SIC) Codes—2000 thru 3999

This SIC Code list is for “**manufacturer**” firms only. Do not use this list if your firm is a service, non-manufacturer, or construction firm.

To be certified as a “**manufacturer**,” your firm must meet BOTH of the following:

- (1) *Be primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.*
- (2) *Be classified between codes 2000 to 3999, inclusive, of the Standard Industrial Classification (SIC) Manual published by the U.S. Office of Management and Budget, 1987 edition.*

Instructions: Use the full 4-digit SIC code when classifying your “**manufacturer**” small business or disabled veteran business enterprise (DVBE).

Food & kindred products

Meat products

Meat packing plants	2011
Sausages & other prepared meat products	2013
Poultry slaughtering & processing	2015

Dairy products

Creamery butter	2021
Natural, processed, & imitation cheese	2022
Dry, condensed, & evaporated dairy products	2023
Ice cream & frozen desserts	2024
Fluid milk	2026

Canned, frozen, & preserved fruits, vegetables, & food specialties

Canned specialties	2032
Canned fruits, vegetables, preserves, jams, & jellies	2033
Dried & dehydrated fruits, vegetables, & soup mixes	2034
Pickled fruits & vegetables, vegetable sauces & seasonings, & salad dressings	2035
Frozen fruits, fruit juices, & vegetables	2037

Manufacturer SIC Codes

Frozen specialties, n.e.c.*	2038
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Grain mill products

Flour & other grain mill products	2041
Cereal breakfast foods	2043
Rice milling	2044
Prepared flour mixes & doughs	2045
Wet corn milling	2046
Dog & cat food	2047
Prepared feeds & feed ingredients for animals & fowls, except dogs & cats	2048

Bakery products

Bread & other bakery products, except cookies & crackers	2051
Cookies & crackers	2052
Frozen bakery products, except bread	2053

Sugar & confectionery products

Cane sugar, except refining	2061
Cane sugar refining	2062
Beet sugar	2063
Candy & other confectionery products	2064
Chocolate & cocoa products	2066
Chewing gum	2067
Salted & roasted nuts & seeds	2068

Fats & oils

Cottonseed oil mills	2074
Soybean oil mills	2075
Vegetable oil mills, except corn, cottonseed, & soybean	2076
Animal & marine fats & oils	2077
Shortening, table oils, margarine, & other edible fats & oils, n.e.c.*	2079

Beverages

Malt beverages	2082
Malt	2083
Wines, brandy, & brandy spirits	2084
Distilled & blended liquors	2085
Bottled & canned soft drinks & carbonated waters	2086
Flavoring extracts & flavoring syrups, n.e.c.*	2087

Misc. food preparations & kindred products

Canned & cured fish & seafoods	2091
Prepared fresh or frozen fish & seafoods	2092
Roasted coffee	2095
Potato chips, corn chips, & similar snacks	2096
Manufactured ice	2097
Macaroni, spaghetti, vermicelli, & noodles	2098
Food preparation, n.e.c.*	2099

Tobacco products

Tobacco products

Cigarettes	2111
Cigars	2121
Chewing & smoking tobacco & snuff	2131
Tobacco stemming & redrying	2141

Textile mill products

Broadwoven fabric mills, cotton	2211
Broadwoven fabric mills, manmade fiber & silk	2221
Broadwoven fabric mills, wool (including dyeing & finishing)	2231
Narrow fabric & other smallwares mills: cotton, wool, silk, & manmade fiber	2241
Knitting mills	
Women's full-length & knee-length hosiery, except socks	2251
Hosiery, n.e.c.*	2252
Knit outerwear mills	2253
Knit underwear & nightwear mills	2254
Weft knit fabric mills	2257
Lace & warp knit fabric mills	2258
Knitting mills, n.e.c.*	2259

Dyeing & finishing textiles, except wool fabrics & knit goods

Finishers of broadwoven fabrics of cotton	2261
Finishers of broadwoven fabrics of manmade fiber & silk	2262
Finishers of textiles, n.e.c.*	2269

* “n.e.c.” = not elsewhere classified

Manufacturer SIC Codes

Carpets & rugs	2273
Yarn & thread mills	
Yarn spinning mills	2281
Yarn texturizing, throwing, twisting, & winding mills	2282
Thread mills	2284
Misc. textile goods	
Coated fabrics, not rubberized	2295
Tire cord & fabrics	2296
Nonwoven fabrics	2297
Cordage & twine	2298
Textile goods, n.e.c.*	2299
Apparel & other finished products made from fabrics & similar materials	
Men's & boys' suits, coats, & overcoats	2311
Men's & boys' furnishing, work clothing, & allied garments	
Men's & boys' shirts, except work shirts	2321
Men's & boys' underwear & nightwear	2322
Men's & boys' neckwear	2323
Men's & boys' separate trousers & slacks	2325
Men's & boys' work clothing	2326
Men's & boys' clothing, n.e.c.*	2329
Women's, misses', & juniors' outerwear	
Women's, misses', & juniors' blouses & shirts	2331
Women's, misses', & juniors' dresses	2335
Women's, misses', & juniors' suits, skirts, & coats	2337
Women's, misses', & juniors' outerwear, n.e.c.*	2339
Women's, misses', children's, & infants' undergarments	
Women's, misses', children's, & infants' underwear & nightwear	2341
Bras, girdles, & allied garments	2342
Hats, caps, & millinery	2353
Girls', children's, & infants' outerwear	
Girls', children's, & infants' dresses, blouses, & shirts	2361
Girls', children's, & infants' outerwear, n.e.c.*	2369
Fur goods	2371
Misc. apparel & accessories	
Dress & work gloves, except knit & all-leather	2381
Robes & dressing gowns	2384
Waterproof outerwear	2385
Leather & sheep-lined clothing	2386
Apparel belts	2387
Apparel & accessories, n.e.c.*	2389
Misc. fabricated textile products	
Curtains & draperies	2391
Housefurnishings, except curtains & draperies	2392
Textile bags	2393
Canvas & related products	2394
Pleating, decorative & novelty stitching, & tucking for the trade	2395
Automotive trimmings, apparel findings, & related products	2396
Schiffli machine embroideries	2397
Fabricated textile products, n.e.c.*	2399
Lumber & wood products, except furniture	
Logging	2411
Sawmills & planing mills	
Sawmills & planing mills, general	2421
Hardwood dimension & flooring mills	2426
Special product sawmills, n.e.c.*	2429
Millwork, veneer, plywood, & structural wood members	
Millwork	2431
Wood kitchen cabinets	2434
Hardwood veneer & plywood	2435
Softwood veneer & plywood	2436
Structural wood members, n.e.c.*	2439
Wood containers	
Nailed & lock corner wood boxes & shook	2441
Wood pallets & skids	2448
Wood containers, n.e.c.*	2449
Wood buildings & mobile homes	
Mobile homes	2451
Prefabricated wood bldgs. & components	2452

Manufacturer SIC Codes

Misc. wood products	
Wood preserving	2491
Reconstituted wood products	2493
Wood products, n.e.c.*	2499
Furniture & fixtures	
Household furniture	
Wood household furniture, except upholstered	2511
Wood household furniture, upholstered	2512
Metal household furniture	2514
Mattresses, foundations, & convertible beds	2515
Wood television, radio, phonograph, & sewing machine cabinets	2517
Household furniture, n.e.c.*	2519
Office furniture	
Wood office furniture	2521
Office furniture, except wood	2522
Public bldg. & related furniture	2531
Partitions, shelving, lockers, & office & store fixtures	
Wood office & store fixtures, partitions, shelving, & lockers	2541
Office & store fixtures, partitions, shelving, & lockers, except wood	2542
Misc. furniture & fixtures	
Drapery hardware & window blinds & shades	2591
Furniture & fixtures, n.e.c.*	2599
Paper & allied products	
Pulp mills	2611
Paper mills	2621
Paperboard mills	2631
Paperboard containers & boxes	
Setup paperboard boxes	2652
Corrugated & solid fiber boxes	2653
Fiber cans, tubes, drums, & similar products	2655
Sanitary food containers, except folding	2656
Folding paperboard boxes, including sanitary	2657
Converted paper & paperboard products, except containers & boxes	
Packaging paper & plastics film, coated & laminated	2671
Coated & laminated paper, n.e.c.*	2672
Plastics, foil, & coated paper bags	2673
Uncoated paper & multiwall bags	2674
Die-cut paper & paperboard & cardboard	2675
Sanitary paper products	2676
Envelopes	2677
Stationery, tablets, & related products	2678
Converted paper & paperboard products, n.e.c.*	2679
Printing, publishing, & allied industries	
Newspapers: publishing, or publishing & printing	2711
Periodicals: publishing, or publishing & printing	2721
Books	
Books: publishing, or publishing & printing	2731
Book printing	2732
Misc. printing	2741
Commercial printing	
Commercial printing, lithographic	2752
Commercial printing, gravure	2754
Commercial printing, n.e.c.*	2759
Manifold business forms	2761
Greeting cards	2771
Blankbooks, looseleaf binders, & bookbinding & related work	
Blankbooks, looseleaf binders & devices	2782
Bookbinding & related work	2789
Service industries for the printing trade	
Typesetting	2791
Platemaking & related services	2796
Chemicals & allied products	
Industrial inorganic chemicals	
Alkalies & chlorine	2812
Industrial gases	2813
Inorganic pigments	2816
Industrial inorganic chemicals, n.e.c.*	2819
Plastics materials & synthetic resins, synthetic rubber, cellulosic & other manmade fibers, except glass	

* "n.e.c." = not elsewhere classified

Manufacturer SIC Codes

Plastics, materials, synthetic resins, & nonvulcanizable elastomers	2821
Synthetic rubber (vulcanizable elastomers)	2822
Cellulosic manmade fibers	2823
Manmade organic fibers, except cellulosic	2824
Drugs	
Medicinal chemicals & botanical products	2833
Pharmaceutical preparations	2834
In vitro & in vitro diagnostic substances	2835
Biological products, except diagnostic substances	2836
Soap, detergents, & cleaning preparations; perfumes, cosmetics, & other toilet preparations	
Soap & other detergents, except specialty cleaners	2841
Specialty cleaning, polishing, & sanitation preparations	2842
Surface active agents, finishing agents, sulfonated oils, & assistants	2843
Perfumes, cosmetics, & other toilet preparations	2844
Paints, varnishes, lacquers, enamels, & allied products	2851
Industrial organic chemicals	
Gum & wood chemicals	2861
Cyclic organic crudes & intermediates, & organic dyes & pigments	2865
Industrial organic chemicals, n.e.c.*	2869
Agricultural chemicals	
Nitrogenous fertilizers	2873
Phosphatic fertilizers	2874
Fertilizers, mixing only	2875
Pesticides & agricultural chemicals, n.e.c.*	2879
Misc. chemical products	
Adhesives & sealants	2891
Explosives	2892
Printing ink	2893
Carbon black	2895
Chemicals & chemical preparations, n.e.c.*	2899
Petroleum refining & related industries	
Petroleum refining	2911
Asphalt paving & roofing materials	
Asphalt paving mixtures & blocks	2951
Asphalt felts & coatings	2952
Misc. products of petroleum & coal	
Lubricating oils & greases	2992
Products of petroleum & coal, n.e.c.*	2999
Rubber & misc. plastics products	
Tires & inner tubes	3011
Rubber & plastics footwear	3021
Gaskets, packing, & sealing devices & rubber & plastic hose & belting	
Rubber & plastics hose & belting	3052
Gaskets, packing, & sealing devices	3053
Fabricated rubber products, n.e.c.*	
Molded, extruded, & lathe-cut mechanical rubber goods	3061
Fabricated rubber products, n.e.c.*	3069
Misc. plastics products	
Unsupported plastics film & sheet	3081
Unsupported plastics profile shapes	3082
Laminated plastics plate, sheet, & profile shapes	3083
Plastics pipe	3084
Plastics bottles	3085
Plastics foam products	3086
Custom compounding of purchased plastics resins	3087
Plastics plumbing fixtures	3088
Plastics products, n.e.c.*	3089
Leather & leather products	
Leather tanning & finishing	3111
Boot & shoe cut stock & findings	3131
Footwear, except rubber	
House slippers	3142
Men's footwear, except athletic	3143
Women's footwear, except athletic	3144
Footwear, except rubber, n.e.c.*	3149
Leather gloves & mittens	3151
Luggage	3161
Handbags & other personal leather goods	

Manufacturer SIC Codes

Women's handbags & purses	3171
Personal leather goods, except women's handbags & purses	3172
Leather goods, n.e.c.*	3199
Stone, clay, glass, & concrete products	
Flat glass	3211
Glass & glassware, pressed or blown	
Glass containers	3221
Pressed & blown glass & glassware, n.e.c.*	3229
Glass products, made of purchased glass	3231
Cement, hydraulic	3241
Structural clay products	
Brick & structural clay tile	3251
Ceramic wall & floor tile	3253
Clay refractories	3255
Structural clay products, n.e.c.*	3259
Pottery & related products	
Vitreous china plumbing fixtures & china & earthenware fittings & bathroom accessories	3261
Vitreous china table & kitchen articles	3262
Fine earthenware (whiteware) table & kitchen articles	3263
Porcelain electrical supplies	3264
Pottery products, n.e.c.*	3269
Concrete, gypsum, & plaster products	
Concrete block & brick	3271
Concrete products, except block & brick	3272
Ready-mixed concrete	3273
Lime	3274
Gypsum products	3275
Cut stone & stone products	3281
Abrasive, asbestos, & misc. nonmetallic mineral products	
Abrasive products	3291
Asbestos products	3292
Minerals & earths, ground or otherwise treated	3295
Mineral wool	3296
Nonclay refractories	3297
Nonmetallic mineral products, n.e.c.*	3299
Primary metal industries	
Steel works, blast furnaces, & rolling & finishing mills	
Steel works, blast furnaces (including coke ovens), & rolling mills	3312
Electrometallurgical products, except steel	3313
Steel wiredrawing & steel nails & spikes	3315
Cold-rolled steel sheet, strip, & bars	3316
Steel pipe & tubes	3317
Iron & steel foundries	
Gray & ductile iron foundries	3321
Malleable iron foundries	3322
Steel investment foundries	3324
Steel foundries, n.e.c.*	3325
Primary smelting & refining of nonferrous metals	
Primary smelting & refining of copper	3331
Primary production of aluminum	3334
Primary smelting & refining of nonferrous metals, except copper & aluminum	3339
Secondary smelting & refining of nonferrous metals	3341
Rolling, drawing, & extruding of nonferrous metals	
Rolling, drawing, & extruding of copper	3351
Aluminum sheet, plate, & foil	3353
Aluminum extruded products	3354
Aluminum rolling & drawing, n.e.c.*	3355
Rolling, drawing, & extruding of nonferrous metals, except copper & aluminum	3356
Drawing & insulating of nonferrous wire	3357
Nonferrous foundries (castings)	
Aluminum die-castings	3363
Nonferrous die-castings, except aluminum	3364
Aluminum foundries	3365
Copper foundries	3366
Nonferrous foundries, except aluminum & copper	3369
Misc. primary metal products	
Metal heat treating	3398
Primary metal products, n.e.c.*	3399
Fabricated metal products, except machinery & transportation equipment	

* "n.e.c." = not elsewhere classified

Manufacturer SIC Codes

Metal cans & shipping containers	
Metal cans	3411
Metal shipping barrels, drums, kegs, & pails	3412
Cutlery, handtools, & general hardware	
Cutlery	3421
Hand & edge tools, except machine tools & handsaws	3423
Saw blades & handsaws	3425
Hardware, n.e.c.*	3429
Heating equipment, except electric & warm air; & plumbing fixtures	
Enameled iron & metal sanitary ware	3431
Plumbing fixture fittings & trim	3432
Heating equipment, except electric & warm air furnaces	3433
Fabricated structural metal products	
Fabricated structural metal	3441
Metal doors, sash, frames, molding, & trim	3442
Fabricated plate work (boiler shops)	3443
Sheet metal work	3444
Architectural & ornamental metal work	3446
Prefabricated metal bldgs. & components	3448
Misc. structural metal work	3449
Screw machine products, & bolts, nuts, screws, rivets, & washers	
Screw machine products	3451
Bolts, nuts, screws, rivets, & washers	3452
Metal forgings & stampings	
Iron & steel forgings	3462
Nonferrous forgings	3463
Automotive stampings	3465
Crowns & closures	3466
Metal stampings, n.e.c.*	3469
Coating, engraving, & allied services	
Electroplating, plating, polishing, anodizing, & coloring	3471
Coating, engraving, & allied services, n.e.c.*	3479
Ordnance & accessories, except vehicles & guided missiles	
Small arms ammunition	3482
Ammunition, except for small arms	3483
Small arms	3484
Ordnance & accessories, n.e.c.*	3489
Misc. fabricated metal products	
Industrial valves	3491
Fluid power valves & hose fittings	3492
Steel springs, except wire	3493
Valves & pipe fittings, n.e.c.*	3494
Wire springs	3495
Misc. fabricated wire products	3496
Metal foil & leaf	3497
Fabricated pipe & pipe fittings	3498
Fabricated metal products, n.e.c.*	3499
Industrial & commercial machinery & computer equipment	
Engines & turbines	
Steam, gas, & hydraulic turbines, & turbine generator set units	3511
Internal combustion engines, n.e.c.*	3519
Farm & garden machinery & equipment	
Farm machinery & equipment	3523
Lawn & garden tractors & home lawn & garden equipment	3524
Construction, mining, & materials handling machinery & equipment	
Construction machinery & equipment	3531
Mining machinery & equipment, except oil & gas field machinery & equipment	3532
Oil & gas field machinery & equipment	3533
Elevators & moving stairways	3534
Conveyors & conveying equipment	3535
Overhead traveling cranes, hoists, & monorail systems	3536
Industrial trucks, tractors, trailers, & stackers	3537
Metalworking machinery & equipment	
Machine tools, metal cutting types	3541
Machine tools, metal forming types	3542
Industrial patterns	3543

Manufacturer SIC Codes

Special dyes & tools, die sets, jigs & fixtures, & industrial molds	3544
Cutting tools, machine tool accessories, & machinists' precision measuring devices	3545
Power-driven handtools	3546
Rolling mill machinery & equipment	3547
Electric & gas welding & soldering equipment	3548
Metalworking machinery, n.e.c.*	3549
Special industry machinery, except metalworking machinery	
Textile machinery	3552
Woodworking machinery	3553
Paper industries machinery	3554
Printing trades machinery & equipment	3555
Food products machinery	3556
Special industry machinery, n.e.c.*	3559
General industrial machinery & equipment	
Pumps & pumping equipment	3561
Ball & roller bearings	3562
Air & gas compressors	3563
Industrial & commercial fans & blowers & air purification	3564
Packaging machinery	3565
Speed changers, industrial high-speed drives, & gears	3566
Industrial process furnaces & ovens	3567
Mechanical power transmission equipment, n.e.c.*	3568
General industrial machinery & equipment, n.e.c.*	3569
Computer & office equipment	
Electronic computers	3571
Computer storage devices	3572
Computer terminals	3575
Computer peripheral equipment, n.e.c.*	3577
Calculating & accounting machines, except electronic computers	3578
Office machines, n.e.c.*	3579
Refrigeration & service industry machinery	
Automatic vending machines	3581
Commercial laundry, drycleaning, & pressing machines	3582
Air-conditioning & warm air heating equipment & commercial & industrial refrigeration equipment	3585
Measuring & dispensing pumps	3586
Service industry machinery, n.e.c.*	3589
Misc. industrial & commercial machinery & equipment	
Carburetors, pistons, piston rings, & valves	3592
Fluid power cylinders & actuators	3593
Fluid power pumps & motors	3594
Scales & balances, except laboratory	3596
Industrial & commercial machinery & equipment, n.e.c.*	3599
Electronic & other electrical equipment & components, except computer equipment	
Electric transmission & distribution equipment	
Power, distribution, & specialty transformers	3612
Switchgear & switchboard apparatus	3613
Electrical industrial apparatus	
Motors & generators	3621
Carbon & graphite products	3624
Relays & industrial controls	3625
Electrical industrial apparatus, n.e.c.*	3629
Household appliances	
Household cooking equipment	3631
Household refrigerators & home & farm freezers	3632
Household laundry equipment	3633
Electric housewares & fans	3634
Household vacuum cleaners	3635
Household appliances, n.e.c.*	3639
Electric lighting & wiring equipment	
Electric lamp bulbs & tubes	3641
Current-carrying wiring devices	3643
Noncurrent-carrying wiring devices	3644
Residential electric lighting fixtures	3645
Commercial, industrial, & institutional electric lighting fixtures	3646
Vehicular lighting equipment	3647
Lighting equipment, n.e.c.*	3648
Household audio & video equipment, & audio recordings	

* "n.e.c." = not elsewhere classified

Manufacturer SIC Codes

Household audio & video equipment	3651
Phonograph records & prerecorded audio tapes & disks	3652
Communications equipment	
Telephone & telegraph apparatus	3661
Radio & TV broadcasting & communications equipment	3663
Communications equipment, n.e.c.*	3669
Electronic components & accessories	
Electron tubes	3671
Printed circuit boards	3672
Semiconductors & related devices	3674
Electronic capacitors	3675
Electronic resistors	3676
Electronic coils, transformers, & other inductors	3677
Electronic connectors	3678
Electronic components, n.e.c.*	3679
Misc. electrical machinery, equipment, & supplies	
Storage batteries	3691
Primary batteries, dry & wet	3692
Electrical equipment for internal combustion engines	3694
Magnetic & optical recording media	3695
Electrical machinery, equipment, & supplies, n.e.c.*	3699
Transportation equipment	
Motor vehicles & motor vehicles equipment	
Motor vehicles & passenger car bodies	3711
Truck & bus bodies	3713
Motor vehicle parts & accessories	3714
Truck trailers	3715
Motor homes	3716
Aircraft & parts	
Aircraft	3721
Aircraft engines & engine parts	3724
Aircraft parts & auxiliary equipment, n.e.c.*	3728
Ship & boat bldg. & repairing	
Ship building & repairing	3731
Boat building & repairing	3732
Railroad equipment	3743
Motorcycles, bicycles, & parts	3751
Guided missiles & space vehicles & parts	
Guided missiles & space vehicles	3761
Guided missile & space vehicle propulsion units & propulsion unit parts	3764
Guided missile & space vehicle parts & auxiliary equipment, n.e.c.*	3769
Misc. transportation equipment	
Travel trailers & campers	3792
Tanks & tank components	3795
Transportation equipment, n.e.c.*	3799
Measuring, analyzing, & controlling instruments; photographic, medical & optical goods; watches & clocks	
Search, detection, navigation, guidance, aeronautical, & nautical systems, instruments, & equipment	3812
Laboratory apparatus & analytical, optical, measuring, & controlling instruments	
Laboratory apparatus & furniture	3821
Automatic controls for regulating residential & commercial environments & appliances	3822
Industrial instruments for measurement, display, & control of process variables; & related products	3823
Totalizing fluid meters & counting devices	3824
Instruments for measuring & testing of electricity & electrical signals	3825
Laboratory analytical instruments	3826
Optical instruments & lenses	3827
Measuring & controlling devices, n.e.c.*	3829
Surgical, medical, & dental instruments & supplies	
Surgical & medical instruments & apparatus	3841
Orthopedic, prosthetic, & surgical appliances & supplies	3842
Dental equipment & supplies	3843
X-ray apparatus & tubes & related irradiation apparatus	3844
Electromedical & electrotherapeutic apparatus	3845
Ophthalmic goods	3851
Photographic equipment & supplies	3861

Manufacturer SIC Codes

Watches, clocks, clockwork operated devices, & parts	3873
Misc. manufacturing industries	
Jewelry, silverware, & plated ware	
Jewelry, precious metal	3911
Silverware, plated ware, & stainless steel ware	3914
Jewelers' findings & materials, & lapidary work	3915
Musical instruments	
Musical instruments	3931
Dolls, toys, games & sporting & athletic goods	
Dolls & stuffed toys	3942
Games, toys, & children's vehicles, except dolls & bicycles	3944
Sporting & athletic goods, n.e.c.*	3949
Pens, pencils, & other artists' materials	
Pens, mechanical pencils, & parts	3951
Lead pencils, crayons, & artists' materials	3952
Marking devices	3953
Carbon paper & inked ribbons	3955
Costume jewelry, costume novelties, buttons, & misc. notions, except precious metal	
Costume jewelry & costume novelties, except precious metal	3961
Fasteners, buttons, needles, & pins	3965
Misc. manufacturing industries	
Brooms & brushes	3991
Signs & advertising specialties	3993
Burial caskets	3995
Linoleum, asphalted-felt-base, & other hard surface floor coverings, n.e.c.*	3996
Manufacturing industries, n.e.c.*	3999

* "n.e.c." = not elsewhere classified

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1 - Program Overview Narratives

- 1 Small Business Certification
- 2 Disabled Veteran Business Enterprise (DVBE) Certification
- 3 DVBE Participation Program
- 4 Minority/Women (M/W) Participation Program
- 5 California State Contracts Register (CSCR)

2 - Internet Access Information

3 - Mailing Requests

- 1 SB/DVBE Application Packet
- 2 DVBE Resource Packet
- 3 DVBE Certified Firm Listing
- 4 Annual Reports
- 5 OSBCR Communicates Newsletter

4 - Certification Process

- 1 Traditional
- 2 Appointment
- 3 Expedite

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Office of Small Business Certification and Resources (OSBCR) Program Overview

<i>Program</i>	<i>Purpose</i>
Small Business Certification	Certifies firms for the 5% bidding preference
Disabled Veteran Business Enterprise (DVBE) Certification	Certifies firms for the 3% contracting participation goal
Prompt Payment Act	Encourages expeditious invoice payment to certified small businesses and recognized nonprofit organizations
Target Area Contract Preference Act (TACPA)	Stimulates state contracting opportunities in designated distressed areas
Enterprise Zone Act (EZA)	Stimulates state contracting opportunities in designated enterprise zones
Local Agency Military Base Recovery Area (LAMBRA) Act	Stimulates state contracting opportunities in designated Military Base areas
California State Contracts Register (CSCR)	Advertises state construction and service contracting opportunities. Published daily on the World Wide Web
Business Community Workshops	Provides informational workshops about how to become certified, how to find government contracting opportunities, and more
Other publications	Provides state agencies and the business community access to state contracting information
OTIS	Explains the various OSBCR programs via recorded message
OSBCR Web Page	Provides 24-hour access to OSBCR program information

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simple tools to
maximize your

business dollar.

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have to do
is take
advantage
of them...



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Accessible Contracting Opportunities

Visit the OSBCR website to access:

- 🌐 California State Contracts Register (CSCR)
- 🌐 Small Business Certification and Participation Program
- 🌐 Certified Small Business Firm Listing
- 🌐 Disabled Veteran Business Enterprise Firm Listing
- 🌐 State Contracting Resource Packet
- 🌐 State Contracting and Purchasing Officials Directory
- 🌐 Training and Education Programs
- 🌐 Guide to State Contracting
- 🌐 Economic Development Programs

OSBCR's premier technology product is the California State Contracts Register (CSCR). The CSCR facilitates state contracting by centralizing and disseminating advertisements for state construction and service contracting opportunities. Agencies choose whether to advertise commodity contract opportunities.

Each issue contains an average of 400 potential contracts, including local government and special districts listed within 20 contract categories. Each advertisement contains key contract information and the contact agency/person to obtain a full solicitation package.

Features of the CSCR include:

- State agencies' progress payments made to prime construction contractors
- State contracts exempt from advertising requirement (this alerts businesses that may perform a service that is currently provided by a sole source)
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- Solicitation Packages (submitted electronically by state agencies -- available for download by the business community)
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State of California
Department of General Services
Office of Small Business Certification and Resources
1531 I Street, Second Floor
Sacramento, CA 95814-2016

The OSBCR Mission

The OSBCR provides stimulus and business information services to further state contracting participation. The OSBCR's primary responsibility is communication and access to state contracting information. The OSBCR certifies eligible small businesses for the State's five percent bid preference and eligible disabled veteran business enterprises for the State's three percent participation goal program. The Office publishes the daily Internet California State Contracts Register (CSCR), which announces bid information on state contracts and participating local government and special district contracts. The Office provides assistance in implementing provisions of the Small Business Procurement and Contract Act, Prompt Payment Act, Target Area Contract Preference Act (TACPA), the Enterprise Zone Act (EZA), and the Local Agency Military Base Recovery Area (LAM BRA) Act. The OSBCR is a resource to state agencies and business firms in the implementation of the State's Disabled Veteran Business Enterprise Participation Program.